

## Large Scale Physical Facilities Recovery

Depending on Assistance Needed, Call:	
LEA Contact	
EST Manager	
Maintenance	
Security	
Other	

Large Scale Physical Facilities Recovery is the process of implementing the policies, procedures, and actions to resume normal operation after the building/structure sustains significant damages or a lengthy school closure/relocation.

Refer to your LEA-specific COOP Plan in Section 2 of this Guide.

### Criteria

This plan goes into effect based on the following criteria.

- EST has completed the short-term emergency intervention.
- The initial estimate of gross loss exceeds \$250,000.
- Crisis intervention and Parent Reunification are necessary.
- Loss results in school closure for more than three days.
- Construction work required to accommodate relocation of students.
- Upon special request by the Mayor, the EST Leader, or his/her designee.

### Components

- EST Manager initiates recovery efforts and convenes the Recovery Team.
- EST Leader designates the Recovery Coordinator.
- Recovery Coordinator reports to EST Manager on progress of recovery efforts.
- EST Manager reconvenes the EST for re-occupancy and return to normal operation-based schedule developed by Recovery Coordinator.

### Members of the Physical Facilities Recovery Team

- Recovery Coordinator;
- (EST Leader designates Recovery Coordinator)
- Auxiliary Services:
  - Transportation representative; and

- Distribution Services representative.
- Fiscal Services:
  - Purchasing representative; and
  - Accounting representative.
- Facilities:
  - Construction representative;
  - Maintenance representative; and
  - Safety representative.
- Security:
  - Legal Counsel (as needed).
- Information Technology Representative;
- Building Administrator; and
- Team Recorder.

### **Scope of Work**

- Review of loss and restoration of operations.
- Evaluation of decisions to repair or replace damaged areas or sites if replacement is chosen; determination whether substitutions will occur on the same or another site.
- Evaluation/estimation of time needed for repair/replacement;
- Review of salvage issues.
- Review of bidding/procurement procedures.
- Subrogation potential and preservation of evidence;
- Resolution of worker's compensation and occupational safety issues;
- Inventory of facility property and assets. Pre-event, the facility manager should maintain an inventory of photographs, floor plans, improvements, maintenance, and repairs due to previous damages for each facility.
- Identification of additional personnel/services, including the need for temporary contractual hires.
- Identification of alternate facilities and procurement of temporary structures in the event permanent structures sustain damage.

The Recovery Team will work concurrently with the EST to meet ongoing emergency recovery demands.

### **Restoration of Normal Operations and Re-Occupancy**

**The Recovery Coordinator works with the EST Manager to designate a timeframe to restore normal operations and re-occupancy. They will collaborate with officials from FEMS, DCRA, DOH, DDOE, and other permitting agencies on the status of structural integrity for re-occupancy. The EST Manager convenes the EST to manage transition of students and staff to original or permanent new location.**